



Enrollment Agreement for 2010 - 2011
Appletree Childcare & Learning Center
For Children Ages Six-Weeks through Preschool

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| <input type="checkbox"/> Appletree Copy
<input type="checkbox"/> Parent Copy |
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The following form is required for the September 2010 to June 2011 Enrollment Period.

Child's Name: _____ Date of Birth: _____

Requested Start Date: _____ If changes are needed to my schedule, I will advise in writing:

Schedule	Days Attending:	Full-Day / Half-Day	Other Schedule: _____ _____ _____
	<input type="checkbox"/> Monday	<input type="checkbox"/> Full <input type="checkbox"/> Half	
	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Full <input type="checkbox"/> Half	
	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Full <input type="checkbox"/> Half	
	<input type="checkbox"/> Thursday	<input type="checkbox"/> Full <input type="checkbox"/> Half	
	<input type="checkbox"/> Friday	<input type="checkbox"/> Full <input type="checkbox"/> Half	

a. Tuition

- I agree to pay tuition effective August 30th, 2010 to July 1, 2011 in the amount of \$ _____ per week, due each Monday or the first day of the week that my child attends.
- The one-time registration fee is \$85.00 (non-refundable & payable at the time of a new enrollment).
- A late payment fee may be assessed at \$5.00 per day if tuition is not paid on the due date.
- Appletree closes at 6 p.m. A late pickup fee is assessed at \$1.00 per minute past the designated closing time, and the fee is due at the time of pickup payable to the teacher on-duty.
- A returned check from the bank is assessed a fee of \$35.00 for processing. If two checks are returned from the bank, future tuition is payable in cash or a money order.
- No refunds will be made for days missed due to illness, snow, vacation or holidays. The full tuition is payable each week that the child is enrolled.
- If tuition is not paid in full and subsequently sent to collection, then additional fees of up to 35% of the outstanding amount due may be assessed.

b. Holidays

Appletree Childcare will observe the following holidays during 2010 during which the center will be closed: (The Holiday Schedule is subject to change. Please check with Appletree regarding holiday notices.)

Holiday Closures 2010 – 2011 *Holiday Schedule is Subject to Change with Notice*

Independence Day	Monday, July 5th, 2010
Labor Day	Monday, September 6th, 2010
Thanksgiving Day	Thursday, November 25th, 2010
Christmas Day	Friday, December 24th, 2010
New Year's	Friday, December 31st, 2010
Memorial Day	Monday, May 30th, 2011
Independence Day	Monday, July 4th, 2011
Labor Day	Monday, September 5th, 2011
Thanksgiving Day	Thursday, November 24th, 2011
Christmas Day	Monday, December 26th, 2011

c. Winter Snow Days:

Appletree will close if Philadelphia public schools close due to severe storm weather conditions. Tuition is structured to compensate for holidays and snow days, and therefore tuition credit is not provided. Children enrolled on a part-week basis may not switch days to compensate for a holiday, illness, snow or any other unused days without the consent of the director.

d. Health Assessment

Pennsylvania law requires each child to be examined by a licensed physician. A completed child Health Assessment, signed and dated by the pediatrician, must be provided to Appletree no later than 30 days following the child's initial enrollment date and also at periodic age milestones.

e. Illness

Any child with vomiting, diarrhea or an auxiliary fever of 100 degrees either alone or in combination with other symptoms including sore throat cannot be brought to the center. If your child develops these symptoms while at the center, you will be contacted and asked to pick up your child as soon as possible. A sick child may not return to the center until 24 hours after the signs and symptoms have subsided, the fever is gone and treatment has begun. If a child shows symptoms of a suspicious rash, sores, purulent eye discharge, a physician must verify the diagnosis and begin appropriate treatment. Written documentation must be provided from the pediatrician concerning the wellness of the child prior to returning to the center.

f. Withdrawal

- a) A two-week advance written notice to the director of Appletree is required when a child is withdrawn from the center. Two weeks tuition will be charged from the day that the written notice is given.
- b) A child may be dismissed from the center if the director determines that the child cannot adjust to the program and after a discussion with the parent regarding the ability of the child to participate.
- c) A child may also be dismissed if a parent's language or actions are abusive to children or to staff. If a child is dismissed from the center, no tuition will be charged from the date of dismissal.

g. Release of a Child or Children

The center maintains an Emergency Contact/Parental Consent form. A child will not be permitted to leave the center with anyone who has not been previously given authorization by the parent/guardian. Additionally, a child will not be released to any authorized person if the staff suspects this person may be under the influence of drugs or alcohol, or fails to provide a proper child safety seat in their vehicle.

h. Liability

Appletree will not be responsible or held liable for items brought to the center that are lost, stolen or damaged. Parents are urged to not send valuables, toys or expensive clothing.

i. Additional Services

A meal program is available that includes breakfast, lunch and snack. An application must be completed.

This Enrollment Agreement may be modified and is subject to change with notice. Please refer to the Parent Handbook for additional information on policies. The Parent Handbook is available at our website, and additional copies are available in our office. I have read the above information and agree to its terms.

Parent / Guardian Signature _____ Date _____

Print Name _____ Soc Security No. _____

Appletree Authorized Signature _____ Form Revised: 07.12.2010

Parent 6-Month Review: Signature: _____	Date: _____
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